

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUAYAQUIL	2. Agency DEPARTMENT OF STATE	3a. Position Number A00-004
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain _____ VACANT POSITION _____)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	PROGRAM DRIVER – CG CHAUFFER,	FSN-4		11/10/2014
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)

7. Name of Employee

VACANT

8. Office / Section

MANAGEMENT SECTION

b. Second

GENERAL SERVICES OFFICE

9. This is a complete and accurate description of the duties and responsibilities of my position

VACANT

Printed Name of Employee

Signature of employee_____
Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position

CARLOS MENDOZA

Printed Name of Supervisor

Signature of Supervisor_____
Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

JOHN THOMPSON

Printed Name of Chief or Agency Head

Signature of Section Chief or Agency Head_____
Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

DONALD COLEMAN

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer_____
Date (mm-dd-yyyy)

13. Basic Function of Position

See attached.

14. Major Duties and Responsibilities

See attached .

15. Qualifications Required For Effective Performance

- a. **Education:** Completion of Secondary Education is required.
- b. **Prior Work Experience:** One to two years of prior work experience as a driver
- c. **Post Entry Training:** Defensive driving, Smith System training, and record keeping.
- d. **Language Proficiency:** Level III speaking/reading Spanish is required and Level II speaking/reading English are required.
- e. **Knowledge:** Familiar with streets and locations of major business in Guayaquil, and familiar with highways, other major cities in Guayaquil Consular District and local driving laws in Ecuador. Intermediate mechanical awareness.
- f. **Skills and abilities:** Must possess valid professional driver's license and have excellent driving skills and a clean driving record. Have techniques for safe, defensive driving; ability to distinguish symptoms of a vehicle needing repair/ maintenance; ability to maintain liaison with escort vehicle and radio contact. Basic automobile mechanics.

16. Position elements

- a. **Supervision Received:** Direct Supervision received from Motor Pool supervisor or their backups and indirect supervision from General Services Officer.
- b. **Available Guidelines:** Traffic laws and Mission policies and instructions.
- c. **Exercise of Judgment:** Variation of daily routes to be followed. Must use caution and judgment for prudent driving.
- d. **Authority to Make Commitments:** None.
- e. **Nature, Level, and Purpose of Contacts:** Must maintain cordial relations with post personnel.
- f. **Supervision:** None.
- g. **Time required to Perform Full Range of Duties after entry into the Position:** Three months.



ATTACHMENT TO POSITION DESCRIPTION (DS-298) FOR A00-004 DRIVER, FSN--4

13. BASIC FUNCTION OF POSITION

Drive official motor vehicles to transport passengers or cargo. Serves as one of the principal chauffeurs for the Consul General.

14. MAJOR DUTIES AND RESPONSIBILITIES

Driving

70%

Drive all Consulate vehicles on official trips both in Guayaquil and throughout Ecuador, keeping constant contact with escort vehicle by radio when within range. Exercise safe and cautious driving techniques. Be alert for any possible threat to the passenger (s) and/or vehicle, have extensive knowledge of city neighborhoods, street and addresses to use shortest, quickest and safest routes. Show respectful, courteous attitude with all official contacts. Execute deliveries of invitations, packages, etc. as directed by the Motor Pool Supervisor.

Performs other duties as assigned, which include, but are not limited too, maintaining photocopiers by adding toner and paper, making photocopies, shredding, escorting, filing and record keeping, etc.

Vehicle Maintenance and Record Keeping

20%

Vehicle Maintenance and Record Keeping: performs daily inspection and maintenance checks in vehicles (as assigned) for fuel, water, hydraulic fluids, tire pressure, cleanliness, etc. Complete trip sheets and daily vehicle use records as instructed. Be alert to any sign of mechanical trouble in vehicle and report immediately to supervisor.

Back-Up Expediter

10%

Serves as back-up expediter to assist arriving and departing permanent personnel and move visitors rapidly and easily through Ecuadorian Customs and Immigration upon their entrance to or exit from Guayaquil. The back-up expediter will handle VIP visitor arrivals and departures including boarding passes, luggage, and customs processes. Will process administrative requirements such as Ecuadorian Customs paperwork as necessary.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."